



Meridican Incentive Consultants is a highly respected, growing company in the Incentive Travel and Meeting Planning industry. For over 30 years Meridican has been creating and operating exciting and effective Incentive and Meeting programs.

Our goal is and always has been "To provide unequalled service to our customers and to provide this with creativity, energy, enthusiasm and above all, good humour."

### **Registration Coordinator (Bilingual)**

Meridican Incentive Consultants is looking for a Bilingual Registration Coordinator to join its growing team. The primary function of this role is to manage the event registration process, data collection, and communication with participants as a member of the operations team assigned to specific travel programs. The successful candidate must be proficient in Microsoft Office (Excel) and data management. Preference will be given to individuals with experience working with online registration systems.

#### **Responsibilities:**

- On-line registration coordination, web-page/ registration form creation, HTML formatting and proofing
- Database management: Compile and record registration information; create reports, maintain updated lists
- Monitor participant requests and communicate with participants and suppliers (both verbal and written)
- Work cohesively in a team environment
- Some travel may be required depending on the assigned program requirements
- Assist with other tasks and special projects as needed

#### **Qualifications:**

- Proficient in Microsoft Office (specifically Excel)
- Experience with online web registration system (preferably Cvent)
- Strong oral and written communication skills – both English and French
- Extraordinary client service
- Detail-oriented with a focus on accuracy
- Superior time management; ability to effectively prioritize tasks and achieve tight deadlines
- Strong organizational skills
- Team oriented, positive and resourceful

#### **Additional Assets**

- Hospitality and Tourism employment/ educational background
- Experience with Microsoft Access

Please email your resume along with a cover letter to [info@meridican.com](mailto:info@meridican.com) with "Bilingual Registration Coordinator" in the subject line.

We thank all candidates for your interest; only those applicants who are invited in for an interview will be contacted directly.